

**OAKS LANDFILL
OIL/GRIT MANAGEMENT FACILITY
6001 Olney-Laytonsville, Road
Gaithersburg, MD. 20882
301-977-6798**

STANDARD OPERATING PROCEDURES FOR STORMWATER VENDORS

Red Font indicates information specifically applicable to Vendors.

Operational Hours

- 1) Oaks Landfill Oil/Grit Management Facility (Facility) Operators are on-site Monday – Friday, 8:00 AM to 5:00 PM, excluding County Holidays.
- 2) **Typical Facility Hours for receiving Oil/Grit Material from Vendors.**
 - a. **Monday – Friday, 9:30 AM to 4:00 PM.**
 - b. Facility operations require time at the beginning of the work day to allow for mixing of oil/grit material (from the previous day) in the processing area.
 - c. Facility operations require time at the end of the work day to allow oil/grit liquids to filter through the processing area and for oil/grit solids to settle in the processing area (from materials received that day).
 - d. **If the Facility is not overloaded and has remaining capacity, earlier or later acceptance times may be accommodated in coordination with the Facility Operator.**
Vendors must call the Facility Operators at 301-977-6798 for coordination and scheduling.

Scheduling and Material Delivery

- 3) **Vendor shall call the Facility and request permission to deliver a load of oil/grit material to the Facility 48-hours in advance of delivery.**
- 4) **Contact Phone No. 301-977-6798.**
- 5) **Vendor shall provide to the Facility Operator a description of the type of material (e.g., sand, sediment, mud, water, etc.) to be delivered and the origin of location of the material within Montgomery County. This will assist the Facility Operator with scheduling deliveries and managing material on-site.**
- 6) **Facility Operator will provide on-site direction to the contractor at time of delivery.**
- 7) **Vendor shall call Facility again 1-hour prior to arrival to get weighted at the Shady Grove Transfer Station Scale House at 16101 Frederick Road, Gaithersburg, MD 20855 (enter at the Shady Grove Road truck entrance).**
 - a. Facility Operator will fax an Authorization Form to the Shady Grove Transfer Station Scale House.
(Fax No. 301-840-2542.)
 - b. **Vendor weighs in at Shady Grove Transfer Station Scale House and obtains duplicate trip tickets with all applicable truck information (time, weight, truck #, etc.).**
- 8) **Vendor leaves the Shady Grove Transfer Station Scale House and shall proceed to the Facility.**
 - a. **Vendor has 1-hour to arrive at the Facility. Should the Vendor fail to arrive at the Facility within the 1-hour time frame, the Facility Operator will require the Vendor to return to Shady Grove Transfer Station Scale House to be re-weighted.**
 - b. **Vendor enters Oaks Landfill at Route 108 entrance and obeys speed limits (10-15 mph) to the Facility.**

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Scheduling and Material Delivery Continued:

- 9) Vendor arrives at the Facility.
 - a. Vendor provides the Facility Operator with copies of the trip tickets from the Shady Grove Scale House. Vendor shall retain a copy of the trip ticket.
 - b. All approved DEP contractors disposing stormwater waste will be required to use the *Montgomery County Oaks Sanitary Landfill Waste Discharge Manifest* form shown on Appendix 'A' of these procedures.
 - c. DEP will retain a copy of the Manifest form and provide the vendor/waste generator with a copy of the manifest form.
 - d. Facility Operator to observe delivery dumping.

Notification for Large Jobs

- 10) Vendor Notice to DSWS and Oil/Grit Management Facility Operator for Large Jobs.
 - a. Vendors are required to provide five (5) business days' notice to DSWS/Lead Facility Operator for larger than normal jobs (multiple disposals from one facility on any single day) that may overload the Oil/Grit Management Facility for scheduling purposes.
 - b. Coordination for larger jobs is essential to maintain continuous Facility operations. If such coordination is not provided by Vendors, large jobs may negatively impact Facility operations resulting in a temporary Facility closure due to material overloading.

Facility Closure

- 11) Facility Closure.
 - a. The Oil/Grit Management Facility may temporarily close due to equipment maintenance, inclement weather and facility overloading of material.
 - b. DSWS will notify DEP if conditions warrant a Facility closure. DEP will make every effort to notify Vendors of such closures.

Vendor Compliance

- 12) All DEP approved contractors will be trained on disposal procedures for the Oaks.
- 13) Vendor to keep a copy of DEP policies and Division of Solid Waste Services (DSWS) Operating Procedures in vendor vehicle at all times.
- 14) Vendor to ensure no hazardous, medical, sewer or radioactive waste is delivered to the Facility.
- 15) Vendor to ensure all delivery loads originate in Montgomery County.
- 16) All DEP approved contractors must comply with the Montgomery County Code of Regulations (#19.00.01.07) regarding disposal of materials.

Records Management

- 17) DEP will post a listing of all approved vendors and contractors and disposal procedures on its stormwater management website.
- 18) DEP will maintain a list of all approved vendors and contractors.

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Training

- 19) **All Vendors and Contractors wishing to dispose oil/grit or other stormwater waste at the Oaks Facility must attend the DEP Contractors Underground Training Program. All Vendors and Contractors must attend this attend a minimum of once every three years.**

The DEP Contractors Underground Training Program instructs Vendors and Contractors in the following subject areas:

- a. The National Pollutant Discharge Elimination System National Pollutant Discharge Elimination System (NPDES) permit program.
- b. State of Maryland, Department of the Environment 'MS-4' (Municipal Separate Storm Sewer System) Permitting Program
- c. State of Maryland, Department of the Environment Oil Operations Permit Requirement
- d. Montgomery County Stormwater Management Maintenance Laws & Regulations
- e. Traffic Control Requirements when working in Public Rights of Way
- f. Confined Space Awareness and Requirements
- g. 'MISS UTILITY' requirements
- h. Montgomery County Noise Ordinance
- i. DEP Stormwater Management Program Operations and Procedures
- j. Waste Disposal Requirements

Facility Contacts

- 20) Department of Solid Waste Services Contact:

Dan Rogers, Engineer I
Tel: 240-777-6564
Fax: 301-840-2385
Email: Daniel.Rogers@montgomerycountymd.gov

- 21) Oaks Landfill Oil/Grit Management Facility Contact.

Hugo E. Martin, Lead Facility Operator
Tel: 301-977-6798
Fax: 301-977-2492
Email: hmartin@eema-inc.com

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APPENDIX 'A'

**Montgomery County Oaks Sanitary Landfill Waste Discharge
Manifest**

Date of Disposal: _____ **Ticket No.: Pre-Printed**

Hauler: _____

Company Name (Waste Generator)

Street Address

City - State - Zip Code

Phone

E-Mail Address

Vehicle ID / License Tag Number

Volume of Waste: _____

Nature of Waste: ☐ Liquid* ☐ Soil / Sand / Gravel ☐ Solid Waste

** Stormwater Only: No Septiage, Gasoline or other petrochemicals allowed*

Waste Generator: MCDEP Stormwater Facility Asset No(s):

Type of Stormwater Management Facility:

- ☐ Hydrodynamic (e.g., Oil/Grit Separator, Stormceptor, BaySaver)
- ☐ Filtration Structure (e.g., Oil/Grit Separator Sand Filter)
- ☐ Cartridge Filter Structure (e.g., StormFilter, BayFilter, AquaFilter)
- ☐ Underground Detention Structure (e.g., Storage Pipes)
- ☐ Flow Splitter
- ☐ Aboveground Facility (e.g., Sand Filter, Infiltration Trench, Pond)
- ☐ Other (Specify): _____

Certification:

I hereby certify that the information on this MANIFEST is correct and that the materials disposed are from stormwater facilities within Montgomery County, MD.

Printed Name

Signature

Date